

TERMS OF REFERENCE

IC/PNG/045-2022 Consultancy for International Humanitarian Needs Assessment Training Consultant

Location:	Port Moresby, Papua New Guinea
Type of contract:	Individual Contract for 2 x International Consultants
Project:	Humanitarian Advisory Team
Languages required:	English
Starting date:	12 September 2022
Duration of contract:	22 working days over five weeks (5 days in country & 16 days remotely)

1. BACKGROUND AND CONTEXT

Papua New Guinea faces myriad humanitarian consequences from regular natural disasters (earthquakes, volcanic eruptions, flash flooding, landslides, tsunamis, drought, frost), conflicts, refugee emergencies, health emergencies, and governance issues. PNG frequently experiences localized disasters, but also less frequent large-scale disasters such as the 2015/16 El Niño-induced drought and frost and the 2018 Highlands Earthquake. National and sub-national capacities for and investment in disaster management remain weak. There is broad variation in national, provincial, and local capacities to plan for and effectively respond to humanitarian emergencies.

Since June 2015, UNDP has assumed the role of humanitarian coordination in addition to its overall responsibility to conduct operational activities for disaster mitigation, prevention, and preparedness. The Humanitarian Advisory Team serves as the secretariat for the Disaster Management Team and provides critical humanitarian coordination, support, and advice to the Government, UN agencies, the Resident Coordinator, civil society, and faith-based organisations to better prepare for and respond to emergencies and crises. The team supports the mobilisation and coordination of effective and principled humanitarian action in partnership with national and international entities to alleviate human suffering in emergencies. The team also supports the National Disaster Centre to address key goals, including updating the Disaster Management Act, enhancing communication and coordination between national and provincial disaster management bodies, and providing technical support on contingency planning and needs' assessments.

Following the 2018 Highlands Earthquake, the National Disaster Centre, with support from UNDP, established a National Assessment Standby Team and adopted standard post-disaster rapid needs assessment forms for direct observation, key informant interviews, and focus group discussion. In 2019, training materials were developed and a 5-day training workshop and table-top exercise using these forms were delivered to NDC staff and international humanitarian organizations with operations in PNG who comprise the Disaster Management Team. There is a need to strengthen and standardize initial needs assessments that are conducted at the provincial level following disasters.

In this context, UNDP is seeking two consultants to facilitate the updating of the training materials and forms and deliver a 5-day training workshop and exercise to Provincial Disaster Centre staff, National Disaster Centre staff, and Disaster Management Team members.

2. SCOPE OF WORK AND SPECIFIC TASKS

Under the overall supervision of Humanitarian Coordination Specialist and in consultation with the Humanitarian Advisory Team and the National Disaster Centre, and drawing from primary and secondary sources, the consultant is expected to do the following tasks.

Working remotely, the two consultants shall review and update the training and exercise materials previously developed for a 5-day training and table-top exercise delivered in 2019 on the conduct of post-disaster rapid disaster needs assessments. Fabricated assessment data for use during the exercise will need to be developed and uploaded to Kobo Toolbox. The nationally adopted assessment for direct observation, key informant interviews, and focus group discussions, will also need to be reviewed and updated as needed. UNDP will provide the relevant files in electronic format.

The two consultants will travel to Port Moresby to deliver a 5-day training and exercise to approximately 40 participants including 21 Provincial Disaster Centre staff and 19 others from national organizations including the National Disaster Centre and members of the Disaster Management Team.

Working remotely, the two consultants will draft and submit a final report that summarizes the training, including evaluation feedback and participants.

3. DELIVERABLES

- Updated training and exercise materials in electronic format (PowerPoint, etc.)
- Relevant exercise materials uploaded on Kobo Toolbox
- Updated assessment forms in electronic format (Word) and uploaded on Kobo Toolbox.
- Successful delivery of the 5-day training and exercise on humanitarian needs assessment
- A final report that summarizes the training, evaluation, and participants.

Key milestones or deliverables	Duration	Due	Payment Percentage	Review and Approvals
<ul style="list-style-type: none"> • Updated training and exercise materials in electronic format (PowerPoint) • Relevant exercise materials uploaded on Kobo Toolbox • updated assessment forms in electronic format (Word) and uploaded on Kobo Toolbox. 	15 days (remote)	30 Sep 2022	45%	Humanitarian Coordination Specialist
<ul style="list-style-type: none"> • Successful delivery of the 5-day training and exercise on humanitarian needs assessment 	5 days (in Port Moresby)	3-7 Oct 2022	50%	Humanitarian Coordination Specialist

Key milestones or deliverables	Duration	Due	Payment Percentage	Review and Approvals
<ul style="list-style-type: none"> A final report that summarizes the training, evaluation, and participants. 	1 day (remote)	14 Oct 2022	5%	Humanitarian Coordination Specialist

4. INSTITUTIONAL ARRANGEMENTS / REPORTING LINES

The work will be undertaken between 12 September and 7 October in a mixture of remote and in-person modalities. The consultants will discuss and closely coordinate the scope of work with the Humanitarian Advisory Team project team and National Disaster Centre focal points and be supervised by the Humanitarian Advisory Team project manager.

5. REPORTING AND PAYMENT TERMS

The assignment will cover the period 12 September to 14 October 2022. The assignment workplan will be discussed and agreed with the supervisor. Payment will be made in accordance with the Individual Consultant contracting modality. The consultant may be required to work remotely and to conduct planned travel.

6. EXPERIENCE AND QUALIFICATIONS

Academic qualifications:	<ul style="list-style-type: none"> Advanced university degree (master's degree or equivalent) in disaster management, humanitarian affairs, social sciences, or related field is required. A first-level university degree (bachelor's degree or equivalent) in disaster management, humanitarian affairs, social sciences, or related field is required in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.
Years of experience:	<ul style="list-style-type: none"> Minimum of 7 years (with master's degree) or 9 years (with bachelor's degree) of progressively responsible experience in disaster management, humanitarian response, or other related area is required. Experience in designing and conducting multi-sectoral post-disaster rapid needs assessments is required. Experience in designing and delivering training to adults using participatory approaches is required. Field experience in Papua New Guinea or Pacific contexts is preferred.
Language:	<ul style="list-style-type: none"> English (required), Tok Pisin (desirable)
Competencies:	<u>Corporate Competencies</u> <ul style="list-style-type: none"> Proven coordination, advocacy, and strategic engagement/negotiation skills, including donor relations.

	<ul style="list-style-type: none"> • Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and • Treats all people fairly without fear or favour. <p><u>Functional Competencies</u></p> <ul style="list-style-type: none"> • A good understanding of information management (including data flows, protection, and analysis), as well as qualitative and quantitative data collection methods. • Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively. • Ability to quickly adapt to change, and to remain calm under pressure.
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7. EVALUATION

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable, and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
 - Technical criteria weighting; 70%
 - Financial criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the financial evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.

Criteria	Points	Percentage
Qualification		10%
Advanced university degree (master's degree or equivalent) in disaster management, humanitarian affairs, social sciences, or related field OR A first-level university degree (bachelor's degree or equivalent) in disaster management, humanitarian affairs, social sciences, or related field in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.	10	
Experience		40%
Minimum of 7 years (with master's degree) or 9 years (with bachelor's degree) of progressively responsible experience in disaster management, humanitarian response, or other related area is required.	10	
Experience in designing and conducting multi-sectoral post-disaster rapid needs assessments is required.	10	

Criteria	Points	Percentage
Experience in designing and delivering training to adults using participatory approaches is required.	10	
Field experience in Papua New Guinea or Pacific contexts is preferred.	10	
Competencies		20%
Proven coordination, advocacy, and strategic engagement/negotiation skills, including donor relations.	3	
Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.	3	
Treats all people fairly without fear or favour.	4	
A good understanding of information management (including data flows, protection, and analysis), as well as qualitative and quantitative data collection methods.	4	
Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively.	3	
Ability to quickly adapt to change, and to remain calm under pressure.	3	
Technical Criteria		70%
**If necessary, interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria		30%
Total		100%

Documents to be included when submitting consultancy proposals

The following documents may be requested:

- Duly executed Letter of Confirmation of Interest and Availability using the template provided by UNDP, which can be accessed from this [UNDP PNG procurement page \(Word document\)](#)
- Brief description of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services but may be omitted for support services.
- P11/ Updated CV
- Financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization, company, or institution, and s/he expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e., whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. To assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

The consultant will be required to travel in accordance with an agreed work plan and methodology. UNDP Humanitarian Advisory Team project staff will provide necessary support in coordinating meetings with relevant stakeholders.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org , **no later than [21st June 2022] [5pm PNG time]**. For any clarification regarding this assignment, please write to procurement.pg@undp.org

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction may not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Note:

Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.

Financial proposal should be on provided format (i.e Annex 3- OFFEROR'S LETTER TO UNDP);

Firms are not eligible for this consultancy assignment (open only for national individual consultants).

Incomplete application will not be considered, it will be disqualified automatically.

Please complete the Statement of Health form and submit along with proposal

ANNEXES:

Annex1 – Terms of Reference

Annex 2 – Individual Consultant General Terms and Conditions

Annex 3 – Financial Proposal Template

Annex 4 – Statement of Health Individual Contractor

Annex 5 – P11 ICs Form



UNDP looks forward to receiving your proposal and thank you in advance for your interest in UNDP procurement opportunities.